



## **-Vacancy Announcement -**

### **The Housing and Community Development Authority is accepting resumes for a Director of Real estate Lending**

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Matt Rayburn at [mrayburn@ihcda.in.gov](mailto:mrayburn@ihcda.in.gov) with the title of the position in the e-mail subject line.

Additionally, candidates will also need to apply to job ID 599989 via the state's job bank at [www.IN.gov/spd](http://www.IN.gov/spd) . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCD's Indianapolis headquarters and will require some travel.

Please see next page for job description.



**ADDRESS** 30 South Meridian Street, Suite 1000, Indianapolis, IN 46204  
**PHONE** 317 232 7777 **TOLL FREE** 800 872 0371 **WEB** [www.ihcda.IN.gov](http://www.ihcda.IN.gov)

**EQUAL OPPORTUNITY EMPLOYER AND HOUSING AGENCY**

State of Indiana  
Lieutenant Governor  
Sue Ellspermann



Our Mission: IHCDCA helps build strong communities by providing financial resources and assistance to qualified partners throughout the State of Indiana in their development efforts. A primary focus of IHCDCA is providing a continuum of housing from homelessness to homeownership, with a focus on low to moderate income Hoosiers.

## IHCDCA

## Job Expectations

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| <b>Title</b>                     | Director of Real Estate Lending  | <b>Exempt</b>                              |
| <b>Reports to</b>                | Chief Real Estate Development Officer  | <b>Date last revised:</b><br>November 2015 |
| <b>Supervises</b>                | Real Estate Investment Underwriter, Real Estate Market Analyst, and Closing Agent  |  |
| <b>Summary</b>                   | <p>The Director of Real Estate Lending contributes to fulfilling IHCDCA's mission and meeting strategic and annual IHCDCA operational and program goals by running the Underwriting and Closing division of IHCDCA's Real Estate Department. This includes supervision of multiple staff members, oversight of the underwriting and loan policies for all RED programs, and oversight of the Indiana Affordable Housing and Community Development Fund. Additionally, the Director is involved in all other RED programs and is expected to oversee not only the policies of the two responsible programs, but also to provide process and policy feedback into all RED programs and to be actively involved in strategic planning and policy discussions for all aspects of RED.</p> <p>As a member of the RED management team, takes the lead in identifying areas for improvement in the department, promotes a customer service and continuous improvement philosophy among employees, and demonstrates leadership in interacting with all constituents, both internal and external.</p> |  |
| <b>Evaluation of performance</b> | <p>Performance will be evaluated based on:</p> <ul style="list-style-type: none"> <li>• Achieving the key outcomes and demonstrating the knowledge, skills, and abilities as described in this job description;</li> <li>• Meeting all personal SMART goals agreed upon each year;</li> <li>• Meeting all project deadlines, and other quality indicators;</li> <li>• Working effectively and efficiently in a team environment, within the required specifications, policies, and standards as established by IHCDCA and its associated governing entities; and</li> <li>• Interacting positively with external partners by demonstrating quality customer service and proactive communication.</li> </ul>  |  |

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| <b>Key outcomes expected</b> | <p>Management Responsibilities</p> <ul style="list-style-type: none"> <li>• Coordinate and manage the daily responsibilities of the Development Fund program and the Real Estate Underwriting and Closing division, including supervision of all UWC staff</li> <li>• Hold employees accountable for meeting goals and assignments and take appropriate steps when problems occur</li> <li>• Provide ongoing coaching and training to Real Estate staff</li> <li>• Oversee all aspects of the application and allocation process for the Indiana Affordable Housing and Community Development Fund (“Development Fund”) program, including coordinating review assignments, schedules, and deadlines</li> <li>• Oversee all aspects of IHCDCA’s review, underwriting and loan servicing of Community Enhancement and Economic Development (“CEED”) Section 108 Loan Guarantee awards</li> <li>• Oversee the preparation and updating of departmental internal procedures manual</li> <li>• Track available Development Fund funding; ensure funds are properly and timely allocated and not over-committed; allot for necessary funding set-asides and existing commitments</li> </ul> <p>Policy and Process Responsibilities</p> <ul style="list-style-type: none"> <li>• Develop and update application and allocation procedures and policies via revisions of the Indiana Affordable Housing and Community Development Fund Policy</li> <li>• Develop and update application and allocation procedures and policies via revision of the State of Indiana CEED Policy</li> <li>• Ensure all policy changes include opportunities for internal and external feedback</li> <li>• Work with CREDO to identify underwriting, market analysis, construction oversight, and asset management strategies to ensure the long-term feasibility of properties assisted with IHCDCA resources</li> <li>• Coordinate the evaluation of applications for financial feasibility through underwriting process and for market feasibility through the market study analysis process</li> <li>• Advises Executive Director, Chief Real Estate Development Officer and other RED directors/managers of funding recommendations</li> <li>• Advises Chief Real Estate Development Officer and other RED directors/managers on policy updates for other RED funding programs and special initiatives</li> <li>• As needed research statutory and regulatory program issues and changes</li> </ul> <p>Programmatic Responsibilities</p> <ul style="list-style-type: none"> <li>• Monitor IHCDCA’s real estate loan portfolio to identify potential problems</li> <li>• Work with General Counsel and legal team regarding all loan documents</li> <li>• Track all delinquencies and submit weekly delinquency report update to CREDO; work with CREDO, IHCDCA legal and as necessary external counsel on delinquency issues</li> <li>• Prepare general correspondence including memos to IHCDCA Board of Directors, award notifications, etc.</li> <li>• Positively represent IHCDCA on various external committees and speaking engagements</li> <li>• Positively represent IHCDCA and the Real Estate Department at ground breaking and grand opening ceremonies</li> <li>• Review modification requests and present multiple options and recommendation to CREDO</li> <li>• Write RED Notices to keep partners updated and informed on policy and procedures</li> <li>• Provide technical assistance to partners</li> </ul> |
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|  | <p>Miscellaneous Responsibilities</p> <ul style="list-style-type: none"> <li>• Attend and participate in monthly RED manager meetings and other department meetings, events, retreats, etc.; Attend and participate in RED group threshold and scoring reviews</li> <li>• As a member of RED's management team, participate in selection committees for special programs, including but not limited to, Stellar Communities and the general set-aside</li> <li>• Submit weekly division update report to CREDO, including delinquency report updates</li> <li>• Other duties as assigned by CREDO</li> </ul>   |
| <b>Critical skills, knowledge, and behaviors</b> | <p>Proficient knowledge of financial statement analysis, general accounting, cash flows and mortgage interest calculations, etc. Experience with appraisal review, financial analysis, underwriting, and income property valuation</p> <p>Demonstrates effective verbal and written communication skills. Able to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels.</p> <p>Able to confidently and professionally interact with highly educated professionals on a day-to-day basis, such as the real estate developers, local elected officials, and attorneys which make up IHCDCA's partners.</p> <p>Ability to lead a high-performing team in a collaborative and results-oriented manner. Possesses skills, abilities and desire to lead, develop and empower staff.</p> <p>Demonstrates strong presentation skills. Can facilitate both large and small group presentations.</p> <p>Demonstrates customer service orientation.</p> <p>Able to think logically and analytically.</p> <p>Proactive in anticipating and alerting others to problems with projects or processes.</p> <p>High detail orientation and accuracy.</p> <p>Takes initiative and needs little supervision.</p> <p>Performs responsibilities efficiently and timely. Able to juggle multiple requests and meet multiple deadlines. Able to prioritize, organize tasks and time, and follow up.</p> <p>Able to work well in a team environment and as part of a team.</p> <p>Proficient in basic computer skills, i.e. Microsoft Word, Excel, PowerPoint, Internet usage and e-mail.</p> <p>Proficient in basic mathematics</p> |
| <b>Education, experience, degrees, licenses</b>  | <p>Bachelor's degree required, preferred in finance, accounting, business, public administration, planning, or real estate development</p> <p>Preferred 3-5 years relevant job experience in the field of real estate development, real estate finance, multifamily property management, or private sector housing.</p> <p>Preferred 2 years minimum experience with staff and program management and leading a team</p> <p>Preferred experience with Section 42 and HOME funds and applicable certifications.</p>   |

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| <b>Work environment and physical demands</b> | <p>Work is performed in an office environment.</p> <p>Must be able to work proficiently with computers and other office equipment.</p> <p>Employee is required to visit off-site locations through the State of Indiana periodically throughout the year.</p> |
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IHEDA is an Equal Employment Opportunity employer and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, disability or veteran status. IHEDA will take affirmative action to ensure that all qualified applicants receive consideration for employment and employees are treated during employment, without regard to their race, color, religion, sex, national origin, disability or veteran status, including, but not limited to, employment, promotion, transfer, recruitment, layoff, termination, rates of pay, and selection for training.